

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

COLLECTION SYSTEM MAINTENANCE SUPERVISOR

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Collection System Maintenance Supervisor is the fourth level in a four level Collection Systems series. Incumbents are responsible for supervising staff and the total range of operational wastewater collection system activities within designated areas.

The Collection System Maintenance Supervisor is distinguished from the Senior Collection System Maintenance Operator by its first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Supervises staff to include prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
30% |
| 2. | Supervises day-to-day Collection System maintenance and repair operations, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards. | Daily
20% |
| 3. | Performs the full range of project management for capital improvement and/or information technology projects associated with collection systems. | Daily
15% |
| 4. | Prepares and maintains a variety of records, files, reports, work orders, and/or other related information related to operational activities for the division | Daily
10% |
| 5. | Works closely with internal departments, utility companies, contractors, and vendors regarding the City's electrical and electronic systems and equipment. | Daily
5% |
| 6. | Performs video and/or physical plan inspections of new construction to identify potential repairs or modifications to collection systems. | Weekly
5% |
| 7. | Responds to a variety of inquiries, complaints, and/or concerns received from customers, internal departments, external agencies, and/or other interested parties. | Weekly
5% |

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
8.	Participates in coordinating and monitoring division budget, including preparing cost estimates for budget recommendations and monitoring project expenditures.	Weekly 5%
9.	Estimates material, supply, equipment, and labor requirements for applicable projects.	Weekly 5%
10.	Supervises and participates in the maintenance of appropriate inventory levels, requisitioning supplies, equipment, and materials to ensure availability in support of efficient departmental operations.	Weekly 5%
11.	Participates in/on a variety of meetings, committees, and/or other related groups to receive and convey information.	Weekly 5%
12.	Prepares equipment specifications for the replacement or acquisition of new equipment and solicits associated bids; evaluates equipment and makes recommendations for purchase.	Monthly 5%
13.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Three years of progressively responsible full-time paid experience in cleaning, maintenance, inspection, repair and construction of a comprehensive wastewater collection system, which includes one year of providing lead;
- OR
- One year as a full first-line supervisor in a skilled craft, trade, in a similar environment to the City of Fresno is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Certification Requirements: At time of appointment and throughout employment all position will require:

- Basic Class C License
- Commercial Class B License
- Commercial Class A License
- Pipeline Assessment and Certification Program (PACP)

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Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices
- Applicable tools and equipment utilized in assigned area or responsibility
- Advanced wastewater collection system maintenance and operational procedures
- Inventory management principles and practices
- Equipment maintenance principles and practices
- Building and construction trades, methods, principles, practices and techniques
- Project management principles and practices
- Budget administration principles and practices
- Safe work practices and procedures

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Managing projects
- Preparing vehicle and equipment specifications and Evaluating the response of vendors
- Developing and administering budgets
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Preparing, analyzing, and maintaining operational records
- Estimating time, materials, tools, and equipment requirements for jobs
- Using computers and applicable software applications
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Servicing/cleaning, maintaining, inspecting, repairing, and constructing wastewater collection system pipelines
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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CLASS SPECIFICATION

COLLECTION SYSTEM MAINTENANCE SUPERVISOR

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping and walking.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008